

City of Williamsburg

Facility name: Public Works and
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 6/26/2007	EMS 6/26/2007	EMS 7/20/2008	DGC 7/20/2007

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Revision no.

Environmental Procedure/Operational Control

WIP 12-1 Aerosol Can Recycling

This is a printed copy of the original and will not be kept up-to-date.

Persons responsible:

Areas of application: Department of Public Works and Utilities Shop Complex

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WIP 12-1 Aerosol Can Recycling

1.0 Purpose

- 1.1 The purpose of this Work Instruction Procedure (WIP) is to outline the proper method for recycling Aerosol Cans.

2.0 Scope

- 2.1 This WIP applies all Department of Public Works and Utilities Shop Complex personnel. The EMS Team monitors the quantity of Aerosol Cans recycled as an environmental aspect for the City of Williamsburg Department of Public Works and Utilities Shop Complex.

3.0 Responsibility

- 3.1 The EMS Team will;
 - 3.1.1 Be responsible for managing the recycling program. This includes training, monitoring, record keeping and assigning, as need, personnel to assist in the recycling efforts.
 - 3.1.2 Include Aerosol Can Recycling as a separate line item in the Annual report for Upper Management.
- 3.2 The assigned personnel will;
 - 3.2.1 Record weight of evacuated Aerosol Cans prior to disposal into scrap metal bin.

4.0 Definitions

- 4.1 Refer to 3.0 ISO 14001 1996 EMS Related Definitions

5.0 Process

- 5.1 All empty or defective aerosol can shall be collected in each division in the containers provided.
 - 5.1.1 Plastic caps or tabs shall be removed and disposed in proper container.
- 5.2 Every 2 weeks or as needed each division shall empty their container into the large bin near the evacuator in the Utilities Shop.
- 5.3 Every 2 weeks or as needed the assignee shall evacuate the Aerosol Cans.
 - 5.3.1 Evacuated cans shall be weighed and recorded in a log book provided by the EMS Team.
 - 5.3.2 Evacuated cans shall be disposed of in the scrapmetal bins for recycling.

6.0 References/Related Documents

- 6.1 WIP 6-1 Scrapmetal Recycling